

	<i>Windham County Sheriff's Office</i>  <b>Electronic Monitoring Program of Windham County</b>	Procedure Number	EMP-05
		Effective Date	08/26/14
	<u>Title:</u> <b>PRE-TRIAL DETENTION:</b> Orientation	Revision Date	02/01/16
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## Policy

It is the policy of the Electronic Monitoring Program of Windham County to ensure each pre-trial detention participant receives the required information as set forth in this procedure.

## Procedure

Every effort will be made to ensure the participant's questions regarding the Electronic Monitoring Program of Windham County are answered to assist in the program process. The Electronic Monitoring Program staff will:

1. Prior to placement of the electronic monitoring device an orientation will occur in which a case file will be developed and reviewed with the participant. The case file will consist of, at a minimum, the following information:
  - a. Case file cover sheet,
  - b. Application Form,
  - c. Rules and Regulations Handbook
  - d. Occupation of Home Agreement,
  - e. Notification of acceptance/denial,
  - f. Signed Receipt of Participant Handbook
  - g. Court ordered conditions of release, and
  - h. Mittimus.
  
2. Program information will be reviewed with the participant, both in writing and verbally, ensuring as complete an understanding as possible. Information includes:
  - a. Court ordered conditions of release,
  - b. Acceptable program behaviors,
  - c. Unacceptable program behaviors,
  - d. Process for unfavorable removal from the program,
  - e. Process for program completion removal